

541-429-7180



HumanResources@ctuir.org



46411 Timíne Way
Office of Human Resources
Pendleton, OR 97801

POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE:	Maintenance Repairer
SALARY:	Pay Range 7 \$43,497.36 to \$55,486.20 annual DOE/DOQ
DEPARTMENT:	Housing Department, Maintenance
LOCATION:	Housing Office, 51 Umatilla Loop, Mission Oregon
EMPLOYMENT STATUS:	Full Time with benefits package Background check required Non-Exempt
SUPERVISED BY:	Maintenance Manager
OPENING DATE:	May 21, 2025
CLOSING DATE:	June 4, 2025

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF DUTIES

This is a skilled position as journeyman level, to perform highly skilled quality workmanship in all capacities with residential repairs, maintenance, and upgrades of rentals of Housing Department. Each work assignment is either oral or written instructions with plans, sketches, diagrams or blueprints by Maintenance Manager of Housing Department.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Performs maintenance and repair tasks to heating and furnace systems.

2. Performs plumbing tasks such as changing faucet washers, stems, seats, etc., and repairing toilets by changing tank bulbs, overflow tubes, guide wires, etc.
3. Performs electrical tasks such as resetting circuit breakers, changing plate covers on switches and outlets, replacing light bulbs, globes, etc.
4. Repairs window shades by measuring and cutting them and repairs or replaces curtains or Venetian blinds as required.
5. Performs routine maintenance and repairs to buildings, furniture and fixtures.
6. Perform floor-tile installation by removing old tile, scraping down the floor surface to remove old cement, applying cement or glue to the floor surface and then laying the tile properly.
7. Performs minor building and grounds maintenance and repairs with such tools and equipment as common hand tools, glass cutters, wrenches, pipe cutters, drain augers, shovels, rakes, lawn mowers, snow blowers, caulking guns, trowels, etc.
8. Performs routine maintenance in response to maintenance requests (work orders) issued through the Maintenance Supervisor or Procurement Officer
 - The work involves routine maintenance using hand and power tools and equipment in such tasks as preparing and painting interior walls using an airless paint sprayer, rollers, and brushes, repairing appliances such as replacing switches and stove elements, belts and timers.
 - Participates in painting, glazing, soft tile laying, masonry, plumbing, carpentry and electrical repairs to buildings and equipment.
 - Performs structural repairs such as repairing holes in walls, installing doors and locks, cabinets, floor tile, and replacing glass, etc.
 - Clean, service, and make repairs to a wide variety of heating, ventilating and related equipment.
 - Removes and replaces partitions, installs doors and locks, makes repairs to all types of roofing, repairs cabinets, floors, windows, footings, sidings, and does other related carpentry work.
 - Make general structural repairs at the journeyman level.
 - Repairs floor, installs soft and ceramic tile.
 - Performs minor plumbing tasks such as repairing and/or replacing toilets, faucets, valves, water heaters, garbage disposals, and sinks using a variety of equipment such as plumbing snakes, pipe wrenches, soldering iron, propane torch, etc.
 - Performs minor electrical tasks such as resetting circuit breakers, replacing 110v-220v outlets, changing light bulbs and globes, repairing and replacing light fixtures and outdoor lighting systems, switches, outlets, thermostats, timers, baseboard heaters, motors, pumps, etc.
 - Inspects, replaces, and maintains smoke detectors.
9. Prepares appropriate documentation to support all tasks performed; completes work orders by detailing time spent, materials used, location of work, summary of work performed, etc.
10. Assists in moving heavy objects such as refrigerators, stoves, etc., works both inside and outside of buildings, on benches, on scaffolds, and on ladders.
11. Performs maintenance of grounds including cleaning up debris, mowing lawns, raking grass and leaves, trimming shrubs and trees.
12. Maintenance personnel will be required to operate equipment such as sweepers, key machines, table saw, radial saw, key cutter, small tractor with brush hog, etc.
13. Maintenance personnel will perform duties painting the interior and exterior of building(s) and homes on the reservation.
14. Responsible for the overall function of inventory and storage of all maintenance items including lighting materials, construction materials, paint, reusable salvage materials, etc.; the proper disposal and recycling of construction and building refuse; and the proper care and storage of all tools.
15. Performs other related duties as assigned related to position and department.

SUPERVISORY AUTHORITY:

None

SIGNATORY AUTHORITY:

None

ACCESS TO SENSITIVE AREAS:

None

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. Must possess a valid Oregon driver's license and meet all insurance requirements for CTUIR.
2. Education & Experience
 - Must be a High School Graduate or GED, and a minimum of three years specialized experience in the building maintenance/construction trades on residential structures, such as sheetrock, electrical, plumbing, and carpentry.
3. Job Skills
 - Requires general experience with all phases of basic building repair and maintenance including basic carpentry, painting, plumbing, and electrical skills, the ability to make general repairs, or any combination of education, training or experience that provides the required knowledge, skills, and abilities.
 - Requires ability to read and understand construction drawings and prepare general and required reports, etc. and to calculate and understand mathematical calculations as they relate to various construction work, construction, maintenance and remodel of facilities, or any combination of education, training or experience that provides the required knowledge, skills and abilities.
 - Requires knowledge of and ability in the demonstration and/or consistent and safe use of basic mechanical hand and power tools and equipment such as saws, hammers, screwdrivers, wrenches, mowers, paint equipment, pipe wrenches, chain saws, sanders, floor buffers, etc.
 - Requiring strong verbal communication and interpersonal skills, such as direct communication with supervisor, employees, tenants, outside contractors, etc., either individually or in groups is an integral part of this job. Physical strength and agility sufficient to perform moderately heavy manual labor outdoors and occasionally under adverse weather conditions.
 - Ability to organize, establish and meet priorities and deadlines for work.
 - Ability to maintain confidentiality.
 - Committed to the goals of the Housing Authority.
 - Ability to handle emergencies with intelligence and purpose (i.e.: Call 9-1-1 when appropriate, access hospital emergency room, notify supervisor, complete Incident Report form, etc.).
 - Ability to learn, follow and apply complex regulations, building codes, policies and procedures.
 - Requires principles of mediation and negotiations.
 - Ability to work multiple demands in an effective, productive manner.
 - Must have good manual dexterity including eye/hand coordination, finger dexterity, etc., in repairing and/or replacing machine parts and in performing related maintenance tasks.
 - Due to exactness required in the pouring of paint, the performance of electrical and plumbing tasks, and the operation of motor driven equipment, good vision and hearing skills are required.
 - The individual must be capable of performing the Essential Job Functions under a variety of circumstances involving heavy lifting of machinery, furniture and/or appliances, and supplies (up to 80 pounds) with only the use of a hand truck or with the assistance of another employee. Material may be lifted from two to four feet and carried for up to twenty yards.
 - Must be capable of placing and removing supplies and equipment from above-the-head shelving and other storage areas. Activities also require the individual to bend (90 degrees), stoop, crouch, climb, twist (180 degrees), turn, and work above the head on a recurring, repetitive, and often continuous basis in the course of performing job duties. The individual must also be capable of accessing and working in confined spaces such as crawl spaces and/or attic and must often perform work from a horizontal position (such as working under sinks, etc.). The individual is required to perform these movements

without a significant risk of injury, or to otherwise demonstrate or explain how she/he can perform the essential function listed above.

- Must be able to climb stairs and ladders and work at heights, sometimes exceeding twenty (20) feet (often including the lifting of heavy objects such as 4' X 8' sheets of plywood).
- Must have the ability to keep accurate records and make reports.
- Must be capable of analyzing situations accurately and adopt an effective course of action.
- Must be able to work independently as a team member and interpret work assignments both written and oral and by other work orders.
- Ability to establish and maintain effective working relationships with staff, local service providers, and the public.
- Possesses ethics of public professionalism and principles of community relations, while using tact and good judgment.
- Must be able to meet the public effectively and be knowledgeable about CTUIR Housing Department rules and regulations as they pertain to CTUIR Housing Department owned buildings.

PHYSICAL DEMANDS:

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.)
2. Ability to stand and walk around for long periods of time.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
4. Ability to lift up to 80 lbs.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.

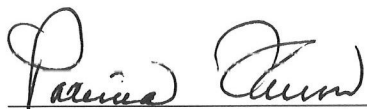
APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Recruiting
46411 Timíne Way
Pendleton, OR. 97801
Phone: (541)429-7180
Email: HumanResources@ctuir.org

To be considered, the application package must be post marked by the closing date.



Approved: Patricia Farrow, Staffing and Recruitment Specialist

05/21/2025

Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date